

# State of Nevada State Lands, Division of

Version Date: 6/8/2022

Department ID /CNR/220700/

## **2011010 Carey Act Files**

Description: These records document the disposal of federal land for reclamation purposes through the Carey Act (See 43 U.S.C. § 641 et seq. and NRS chapter 324). The files may contain, but are not limited to: Application with supportive documentation including maps and plans; Evaluation documentation from State Engineer; Deposits and bonds with associated records; Contract records; Certificate of location; Land patent and; Related correspondence

Minimum

Retention: Retain these records permanently.

Disposition: Permanent: Held by Agency

## **2011016 Conservation and Resource Protection Grant Program (Question One Grant) Files**

Description: These records document the Conservation and Resource Protection Grant Program authorized by Chapter 6, Statutes of Nevada 2001 Special Session (also known as the Question One Program). The files may include but are not limited to: Applications with associated documentation; Review/rating documentation; Maps, plans, photos, etc.; Monitoring records; Reports; Copies of deeds, titles, contracts, etc.

Minimum

Retention: Retain these records for ten (10) calendar years from the end of the grant project.

Disposition: Permanent: Transfer to State Archives

## **2011011 County Boundary Line Maps and Surveys**

Description: These records document the maps of county boundaries filed with the Division pursuant to NRS 234.020 and NRS 243.400.

Minimum

Retention: Retain these records permanently.

Disposition: Permanent: Held by Agency

## **2005120 Joint Military Affairs Committee (JMAC) Files**

Description: This record series documents the administrative work in coordinating meetings of the JMAC (a joint federal-state and military committee). The files may contain, but are not limited to: Meeting agendas; Copies of reports, supportive documents, and other documents distributed during the meeting; Attendance reports, invitations, etc.; Copies of minutes AND; Related correspondence

Minimum

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

## **2011012 Land Management System**

Description: These records are used for reference and indexing purposes. The information in this comprehensive database includes, but is not limited to: Summary of each state property including deeds, etc.; Leases, easements, authorizations, permits, etc.; Inspections of property; Acquisitions including appraisals; Violations; Land disposals (sales, exchanges, etc.); Photos, images of maps and plats, etc. and; Property the state has legal interest in but does not own

Minimum

Retention: Update the information as needed.

Disposition: Destroy

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## **2005121 Memoranda of Understanding (MOU's)**

Description: This record series documents the MOU's between the state and several federal land management agencies which covers Clearinghouse review of projects on federal lands as required by various federal laws and regulations. The files may contain, but are not limited to: Copies of MOU's, with copies of related federal laws & regulations and; Related correspondence

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date the MOU was superseded, cancelled or expired.

Disposition: Destroy

## **2011018 Sagebrush Rebellion Records**

Description: These records document the history and activities of the Sagebrush Rebellion (dating from approximately 1975 to 1985). The files may include, but are not limited to: Minutes of meetings; Reports with supportive documentation; Maps, plans, photos, etc. and; Related correspondence

Minimum

Retention: Retain these records for as long as administratively useful and then transfer to the State Archives.

Disposition: Permanent: Transfer to State Archives

## **2005062 State Clearinghouse Files**

Description: This record series documents the review process required by OMB Circular A-95 and 40 CFR 1500 to 1507 for environmental assessments which affect Nevada. The files may contain, but are not limited to: Copies of environmental assessments and related environmental documents; Transmittals and agency comment sheets; Copies of notices and; Related correspondence

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

## **2011014 State Land Records**

Description: These records document the acquisition, ownership, management and disposition of state land (See NRS chapters 321 and 322, etc.) as well as land the state of Nevada has long-term interest in (through agreements, leases, potential reversion, etc.). The files may contain, but are not limited to: Plats and maps; Deeds, titles, conveyances, etc., with associated documentation; Acquisition records, including escrows and appraisals; Easements, permits, leases, authorizations, etc., with associated documentation; Land applications; Records of lands disposed of by the state (sales, exchanges, etc.); Navigable waters files, including Lake Tahoe; Records of lands the state has interest in, including NTRPA (Nevada Tahoe Regional Planning Agency) and selected Question 1 Grant files and; Associated correspondence

Minimum

Retention: Retain these records permanently.

Disposition: Permanent: Held by Agency